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*25 August 1948*

Chief, Tokyo Bureau

Acting Chief, FBIB

Official Correspondence

1. Reference is made to letter dated 10 August 1948 addressed to Colonel White.

2. Although informal correspondence from field bureaus is welcomed by Colonel White and all members of his staff as a practice to be encouraged, it is pointed out that such informal letters are not to become the vehicle for official transactions. The necessity of maintaining organized administrative records, of referring individual problems to appropriate FBIB staff officers and of forwarding certain field correspondence to the administrative branches or to higher echelons requires that all field correspondence which recommends or requires action or which should be made a matter of record be conducted in form of official memoranda, with each memorandum confined, in general, to a single subject. For example, reference letter treats subjects on which the following correspondence is indicated:

a. Memorandum to attention of Administrative Officer cancelling by date and number, if any, previous requisition for office fans.

b. Memorandum to attention of Chief Engineer reporting progress in use of new Dictaphone equipment.

c. Memorandum to attention Chief, Field Division, concerning Hindustani coverage.

d. Memorandum to attention Security Officer reporting apparent security violations on the part of departmental officers, citing specific instances.

e. Memorandum to attention Administrative Officer reviewing Pak case and recommending contingent request for theater clearance.

f. Memorandum to attention Administrative Officer clarifying information concerning payment for quarters and proposing procedure for June allowance payments.

g. Memorandum to Chief, FBIB, reporting violations of motor vehicle regulations.

3. It will be appreciated that an informal letter treating such a variety of subjects is extremely difficult to apportion to appropriate staff members or to incorporate in appropriate files. It is desired that

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you adopt the practice of covering all official transactions with individual memoranda. It is not desired, however, to discourage letter correspondence with staff members on matters suitable for informal discussion.



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